



## MEMORANDUM

DATE: January 6, 2006

TO: Departmental Bilingual Services Coordinators

FROM: State Personnel Board – Bilingual Services Program (BSP)

SUBJECT: BSP MEMORANDUM 05-12  
2005-06 LANGUAGE SURVEY AUTOMATED ON-LINE SYSTEM

This memorandum is to provide updated information regarding the Language Survey Automated On-Line System. Minor modifications were made to the reports, which are now accessible for use in analyzing the survey data. One of the enhancements made revises the recommended staffing calculations so that they will now only reflect actual unmet language needs.

We are currently in the process of finalizing the Compliance Report so that the survey data can be pasted directly into the report tables from the Automated System. We anticipate these tables to be completed by the end of next week and will notify you of their availability. We will also issue instructions and place the Compliance Report template on the SPB's Web site at that time.

We apologize for any inconvenience this may have caused. In the meantime, if you have any other questions, please contact your bilingual services analyst for assistance or the BSP Unit at (916) 651-9017 / TTY at (916) 651-8782.